



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **STAFF SERVICES MANAGER I**

**\$4,346 - \$5,243**

### **BUSINESS MANAGEMENT BUREAU SACRAMENTO**

Are you an individual seeking a challenging position – one that builds and compliments your current experience, and allows you to learn and grow? If you are, the Business Management Bureau is seeking a motivated Staff Services Manager I to join the talented team at our Sacramento location.

#### **RESPONSIBILITIES:**

Under the direction of a lead Staff Services Manager II, this position is responsible for overseeing the Department's Business Management functions which include the following areas: contracts, Purchasing, Facilities, Records and Transportation Management, and Mail/Stock Room services. This position supervises ten permanent, full time positions and personally performs the most difficult or sensitive assignments. Specific duties include:

- Review and critique contracts and purchase documents to ensure the best interests of the department are served, and consistency with state laws, policies, regulations, and procedures.
- Provide expert direction, assistance, and advice to department management, employees, and staff in each of the assigned areas of responsibility.
- Represent the department at meetings and conferences, and act as the principle liaison with outside control agencies on matters pertaining to assigned areas.
- Prepare detailed work product schedules and monitor progress.
- Develop and implement special programs and projects to enhance operational efficiency, effectiveness and customer service.
- Provide ongoing supervision and staff development.

#### **DESIRABLE QUALIFICATIONS:**

- Journey person experience negotiating contracts and purchases.
- Ability to deal effectively with multiple issues and assignments.
- Excellent oral and written communications.
- Ability to foster a teamwork and customer service work environment.
- Ability to use sound judgement and to exercise initiative.
- Ability to provide accurate, clear, and timely advise and direction.
- Tack and diplomacy.

#### **WHO MAY APPLY:**

Applications will be accepted from current State employees at the Staff Services Manager I level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.*

#### **APPLICATION PROCEDURE:**

Send a completed standard State of California application to Jovi Balaoro, Department of Insurance, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "SSM I-BMB, #193-4800-020" on the State application.** For additional information, please call (916) 492-3411.

**FINAL FILING DATE: August 3, 2000 or until filled**

**NOTE:** Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**